PATIENTS COMMUNITY
PRACTICE AND DISTRICT NURSES
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The Lindsay Leg Club Foundation
CRN 1111259

THE LINDSAY LEG CLUB FOUNDATION

MINUTES OF THE MEETING OF THE BOARD TRUSTEES

Meeting held on Thursday September 5th at Coloplast Ltd, Peterborough Business Park, Lynch Wood, Peterborough, PE2 6FX

The meeting opened at 10.00am

Present:
Ellie Lindsay (ETL)
Mike Hoskins (MH) (Chair)
Rob Bawden (RB)
Carole Brooke (CB)
Liz Grogan (LG)
Rob Yates (RY)
David Hibbert (DH)
Carol McIntyre (CM)
Neil McIntyre (NM)

Presentation at 11.30: Laura Ripley (LR)

In attendance:
Lynn Bullock (LB)

Apologies:
Julian Tyndale-Biscoe
Angela Dempsey (AD)
Simon Mangan (SM)

The meeting was chaired by MH in the absence of JTB.

1. Welcome and received apologies
Apologies had been received from JTB, SM and AD.

2. Declarations of interest
RY declared industry related interests.
ETL has circulated a form for all Trustees to complete once to declare conflicts of Interest and thereafter to be kept up to date. This was approved so once board trustees have completed their declaration ETL will send the form to be converted into the Foundation House style.

3. Board meeting held June 13th 2019

Minutes for approval
The original minutes circulated from the last meeting had been updated after corrections and points of clarification had been raised in emails. The final version of the minutes of the last meeting were approved and signed by MH.

Matters arising
CM reported that she had received an email from JTB concerning the numbers voting for and against the proposals made between the March and June meetings:
There were 9 votes in favour of the appointment of Laura Ripley.
There were 10 votes in favour of the reappointment of ETL as consultant, and 1 against.

Action log
The Action Log was updated.
LB reported that the accounts are not audited but externally independently examined so this will continue. MH stressed the importance of correct terminology relating to accounts.

4. Reports

a. President's report
This had been circulated by ETL prior to the meeting.
EWMA was very productive and S&N are now back on board.
ETL mentioned the emergency debate held in Parliament in July concerning lower limb wound care. The debate was secured by Ann Clwyd, MP for Cynon Valley, who was currently receiving treatment for a leg ulcer, and in it she paid tribute to the work of the LLCF and Leg Clubs, of which there is one in her constituency. She is working hard to get lower limb wound care onto the agenda.
ETL is also trying to obtain funding to hold a showcase in Parliament in order to lobby MP's regarding the work of the LLCF and Leg Clubs. MH asked for costings and ETL informed him that circa £7,500 is needed and she has been seeking sponsorship from pharmaceutical companies as the LCIP and ABHI were not supportive. If the LCIP would support a showcase that would be preferable but if not, she will go elsewhere.

b. Chairman's report
The Chairman was not present and there was no report

c. PA's report
This had been circulated ahead of the meeting**.**
LB added that at the LCIP meeting the members, after insisting the photos were placed on the screen, applauded when shown photos of ETL meeting the HRH The Queen.

LB also said that since completing her report she had visited Portland Leg Club. LB also informed the board that there is the possibility of further Leg Clubs opening in Powys.

The discussion moved on to how the Foundation should capitalise on opportunities for publicity, for example, following ETL meeting the Queen. No press release had been provided by the Foundation on this exceptional event. RY suggested producing a report of the year's highlights to send to Industry at the end of the year. Also, perhaps to plan regular press releases throughout the year –MH to discuss with JTB.

ACTION: To add publicity and press releases to the agenda for the next meeting CM

d. Data Project update
The most recent Dashboard had been circulated prior to the meeting. The Data is gaining a higher profile and it was asked how much the data should be shared between the Leg Clubs. It was generally agreed that it should be used to share the benefits of Leg Clubs and to identify which show best practice but it is not the trustees' job to govern and the Foundation is not running the Leg Clubs. Data should not be shared between Leg Clubs in any detail.
It was suggested that trustees look at the lowest performing Leg Clubs and check their data input, and at the highest to identify best practice. LB said that one of the lower ones have only just started inputting data via a laptop so we should look at them in the next six months.
NM has had a meeting with S&N and Monlycke to discuss how to exploit the health economics information from the LLCF data. DH informed the board that before sharing data with the LCIP members a non-disclosure agreement would have to be signed.
There is a problem in that although the LLCF owns the data, it cannot access the database software to generate new reports as the code is owned by William Mortada. Also, the data from the Leg Clubs is input by his business partner Jo Cottrell and she checks it for errors and liaises with the Leg Clubs. We are totally dependent on their company for the use of the data.

After discussion, it was decided that MH would contact William about buying the rights to the code.

ACTION: Contact William Mortada to explore the possibility of buying the rights to the code in order that a health economist on behalf of the LLCF can access the Leg Club data directly, and so that changes can be made to the software in the future. MH

e. Foundation business plan and strategy update
This had been circulated ahead of the meeting. MH is still working to shorten and summarise the plan but it is a living document and is to be reviewed and updated annually.
There was a discussion around numbers of members as opposed to episodes and the need to find out further figures, i.e. the number of individuals seen in Leg Clubs and the number of visits annually.

Prior to the meeting ETL had circulated a questionnaire to all Leg Club teams and their members regarding the boards proposed income from the Club. It was clear from the responses that members are very against donating to the Foundation directly. MH recommended that the board need to review other ways of income generating for the running of the Foundation.

MH requested feedback by the end of the month.

ACTION: Strategic plan- shorten and summarise. To be a living document to be updated annually MH
ACTION: Send an email to all trustees requesting comments by the end of September CM

f. Trustee allocations
This register was started in order to forge and maintain links between Trustees and Leg Clubs at a time when ETL was unable to undertake visits herself for eighteen months due to personal circumstances. She has now been able to recommence her annual visits and it was decided that the register is currently unnecessary.

g. Leg Club Network Project update
There has been a reluctance from most Leg Clubs to engage in this process in spite of LB personally asking them about it during her monthly telephone calls. It was decided to discontinue attempts and to concentrate on raising the profile of the Foundation and what it does.
The feedback from Leg Clubs is that they are only interested in liaising with either ETL or LB and do not understand what the function of the LLCF is. Discussion included the possibility of sending a Christmas card to all of the Leg clubs with information about what the Foundation have been doing over the last year and what they plan to do next year. It was also suggested that in the Leg Cub Fo-

rum at the conference a few slides might be shown summarising the work of the Foundation. ETL informed the board that every year she emails out an overview of the past year and eight Leg Club journal updates for the website.

f. LCIP Activity

DH reported that this continues to move forward.
Data has been discussed resulting in the meeting mentioned above.
When the strategic plan has been finalised this will be shared with the LCIP.
The LCIP are happy with the decision to work closely with the SDMA (Surgical dressings Manufacturers Association) and the Chairman, Paul Goodman will be presenting at the LCIP meeting in September.
Not every company in the LCIP is in the SDMA but the aim is to find joint áreas só that they can work together while keeping their independent integrity. Sam Williams from Essity will also be at the next LCIP meeting.

5. Finance

a. Treasurer's report (paper)

As SM was not present this was taken as read.

b. Fundraising:

Newly appointed external Fundraiser, Laura Ripley (LR) attended and gave a presentation (slides attached).
She has been working as a fundraiser for ten years including seven as an independent.

LR has been submitting applications to various trusts for funding. Most trusts restrict the length of information to be submitted so it is important to be concise. Some trusts have online applications and they tend to require more in-depth information. The industry quotes the return for successful applications is one in twelve. Trusts appreciate feedback as to where the money is going and this helps further donations; sometimes even generating further donations without applying again. It is important to identify new trusts that might be sympathetic. It was suggested that approaching trusts in areas where Leg Clubs are needed might be a useful strategy.
Note: To help this a document stating steps and costs of setting up a Leg Club would be useful.

Other fundraising suggestions included organising draws to give prizes plus a proportion of the profits to the Foundation. ETL raised The Lottery and the Radio 4 appeal as opportunities to profile and a potential income stream. LR discussed approaching companies to make the LLCF their charity of the year for fundraising.

LR is only updating Facebook at the moment and said that regular updates are important such as small snippets about what happens in Leg Clubs. Ideally every Leg Club should have their own Facebook page with links to each other and to the Foundation page.
Several points were raised during the following discussion: DH suggested that perhaps one person should be responsible for all social media and the website. There is a need for a Social Media Policy and Strategy; MH will contact JTB about this. At present JTB is responsible for posting on Twitter and Juliette should be liaising with Laura about this. Social media posts should be correlated. At present social media is not being used effectively. RY offered to liaise and support LR with Twitter should she take it on.

ACTION: Write Social Media policy and strategy **MH to contact JTB**

6. Items for discussion

a. Leg Club Conference

ETL asked if everyone is happy with their allocated tasks and all those involved confirmed that they are.

LG is unable to attend the conference but she is sending a representative to accept her LCIP/EWMA award on the night.

LB will send out a menu for the Tuesday evening pre-conference dinner so people can make their choices and inform her directly within her given time frame.

b. Succession Planning

This has been discussed before but is an ongoing concern. ETL recommended a 'family tree' of regional ambassadors to take on some of the work that ETL currently does. For further discussion in December.

c. Conflicts of interest form

See 2 above.

The form will be recirculated and everyone is to fill it in online, and send it to ETL and CM. If anything changes, it should be updated online.

ACTION: Complete Conflicts of Interest form online and send to ETL and CM by September 20th ALL

d. Social Media

See 5b above

e. Recognition of Writer and Publishing Houses

ETL made the point that the publishing houses do not get recognition from the board for the outstanding support that they give raising the profile of the Foundation and Leg Club network. She gave examples of: The BJN & JoOW Awards, MA Healthcare and Wounds UK providing Leg Club copy and the conference advertisement in their journals. ETL felt that someone should correspond and acknowledge their generosity and support.

ETL suggested that the Chairman/ vice Chairman should write a letter of thanks to both publishing houses.

f. Data and LCIP

See 4d above

g. Risk register

JTB has reported by email that he has decided to continue with the existing Risk Register which has already been approved by the Board, and not to alter anything to bring it into line with another risk register that he had seen in use.

7. Any Other Business

CM made an appeal that trustees should take note that her name does not have an 'e' on the end, whereas CB's name does. Both CM and CB receive emails with the wrongly spelt name. LB also reported that she sometimes gets an 'e' added to her name.

CM pointed out that everyone's names are spelled correctly in the email addresses so if in doubt it can be easily checked.

LG requested that reports and papers should be sent out with numbered pages, and, where necessary, version numbers or dates so the newest one can be identified.

8. Dates of future meetings

The dates of the meetings for 2020 were provisionally arranged for:
Thursday March 19th
Thursday June 18th
Thursday September 3rd
Thursday December 3rd

PLEASE NOTE CHANGE TO THE PREVIOUS DATE OF THE NEXT MEETING:

Thursday December 5th

Signed…….

Date…….